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PART I

IMPORTANT GOVERNMENT ORDERS

CHIEF SECRETARIAT

Issues further instructions re Austerity and Economy Measures

CIRCULAR

No. GAD 2 ONE 63, DATED BANGALORE, THE 6TH FEBRUARY 1963
(MAGHA 17, SAKA ERA 1884).

In continuation of the instructions issued through Government Order No. GAD 129 OOM 62, dated the 21st November 1962 the following further instructions are issued for guidance —

I Supply of Paper

(1) Obsolete forms, etc., which are blank on one side should be used. It is necessary that old records are weeded out and all waste forms with blank sides

returned to the Government Press or are accounted for and made use of in the concerned offices. When using obsolete forms or one sided sheets it is better to turn the sheet upside down so that the obsolete matter is inverted.

(2) Forms should be printed on both sides of paper instead of leaving one side blank and only cheap and suitable paper should be used. The use of costly Azurelaid paper for note sheets, draft forms, etc, should be discontinued forthwith and Azurelaid paper should be used only for writing judgments

(3) Whenever there is an indent for supply of forms, the indenting officer should record a certificate to the effect that "the previous supply has almost been exhausted and only the minimum quantity required is now claimed."

(4) Introduction of new forms should as far as possible be suspended during the period of emergency. The Head of the Department concerned should obtain the approval of the Government with the concurrence of Finance Department before passing it on to the Government Press for printing

II Supply of Typewriters.

(1) Temporary offices created for less than 2 years may be supplied only with serviceable old typewriters returned by other offices

(2) No replacement of serviceable machines on the ground that they were purchased a few years back is admissible during the period of emergency and all such machines should be got repaired locally and used to the best advantage

(3) Typing work may be divided into two batches with separate sets of working hours in such offices where more than 8 machines are in use, thus forming double shift arrangement. Half the number of machines normally required would serve the purpose if shift system is arranged.

(4) If necessary, typing work may be minimised by writing ordinary and routine correspondence in the minimum size of paper by using pencil and carbon paper.

(5) Supply of portable typewriters should be made only on Government authorisation.

(6) Strict instructions should be issued by all the indenting officers to the Stenographers and Typists under their control to see that the typewriters are kept in good condition by oiling and cleaning periodically and to use typewriter materials sparingly.

III. Publications in the Mysore Gazette

In respect of tender notifications only brief abstracts may be published in the Gazettes and that only in one issue of the Gazette and the details of such notifications may be published on the Notice Boards of concerned offices and cyclostyled copies of notifications sent to persons interested in the tenders. Only such matter may be published in the Gazette for which there is a statutory obligation and all other matter given publicity by other suitable methods

IV General

Supply of file boards, file wrappers, paper and other stationery articles like typewriting materials should not be indented in a liberal manner as the Director of Printing and Stationery can meet such indents only in a restricted manner.

K. NARAYANASWAMY,
Chief Secretary to Government